



- **TOUCH SCREEN** – displays all the available features and general machine information
- **INTERRUPT** – Interrupts current job
- **CLEAR ALL** – Resets features to their default settings
- **START** – Starts the job



**[All Services]**  
provides access to additional services. Some services may not be available on your model.

**MACHINE STATUS** – Displays machine information

**JOB STATUS** – Displays the job queue information

**FEATURES** – Displays the job features on the screen. Additional features are available by touching the tabs.

### LOAD PAPER

### FAX

### E-MAIL

### COPY

#### LOAD PAPER

- Open the required paper tray.
- Load the paper, do not load above the maximum fill line.
- Adjust the guides to touch the edge of the paper.
- Close the paper tray, except the Bypass Tray.
- Confirm the paper size/type settings on the user interface.

#### QUICK FAX

- Load the original face up in the document handler.
- Touch the FAX or FAX Server tab.
- Touch the screen buttons to make feature selections.
- Enter the receiving fax number using the keypad or select a speed dial number.
- Press START

#### QUICK EMAIL

- Load the original face up in the document handler.
- Touch the E-MAIL tab.
- Touch the screen buttons to make feature selections.
- Make a selection from the ADDRESS BOOK.
- Press START

#### QUICK COPY

- Load the original face up in the document handler or face down on the glass.
- Touch the COPY tab.
- Touch the screen buttons to make feature selections.
- Press START



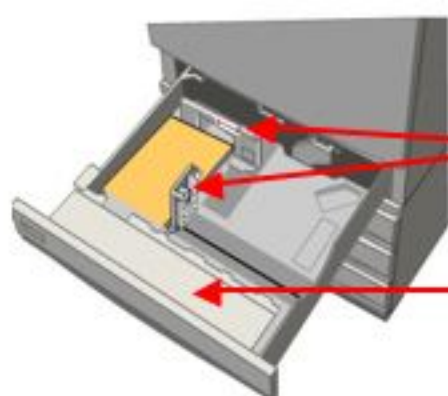
## How to Load Paper

### 1 Open the Paper Tray



- The Bypass Tray can be adjusted for all stock types and sizes between 4.13' x 5.38" and 12 x 19, 60 to 220 gsm.
- Adjustable Paper Trays hold stock sizes between 5.5 x 8.5 to 11 x 17, 64 to 220 gsm.
- High Capacity Trays hold either 8.5 x 11 or A4, 64 to 220 gsm.

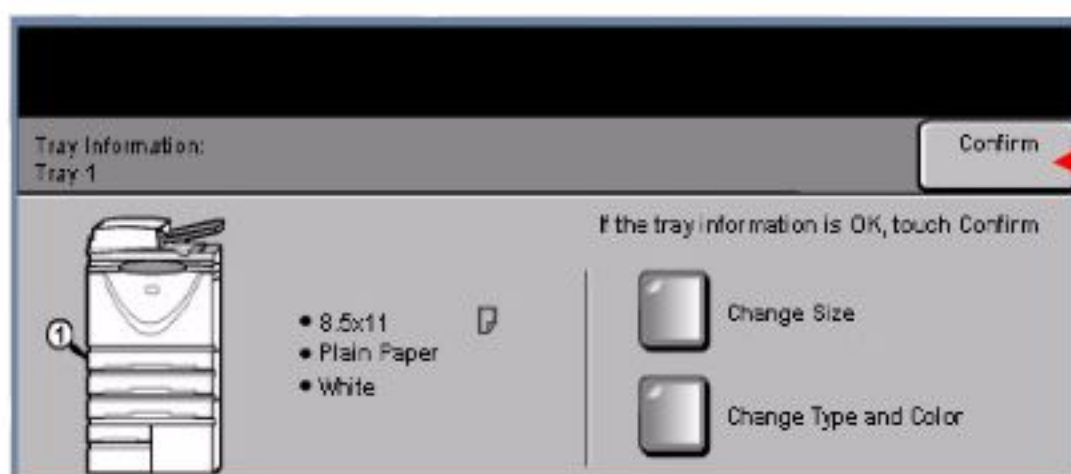
### 2 Load the Paper



- Insert the paper on the **LEFT** side of the drawer.
- Adjust the back and right Paper Guides to just touch the edge of the paper stack
- Note the Paper Placement Icons on the drawer.
- Do **NOT** load paper above the Maximum fill line

### 3 Close the Tray

### 4 Confirm the Paper Stock Loaded



- If the tray information is correct, select the **[Confirm]** button.
- Alternatively, change the paper size, type or color, by selecting the appropriate button on the touch screen,



## How to Make a Copy

### 1 Preparation



- Cancel any selections made by a previous user by pressing the **[Clear All]** button.
- Remove any staples and paper clips from your document and ensure that the documents are in good condition.



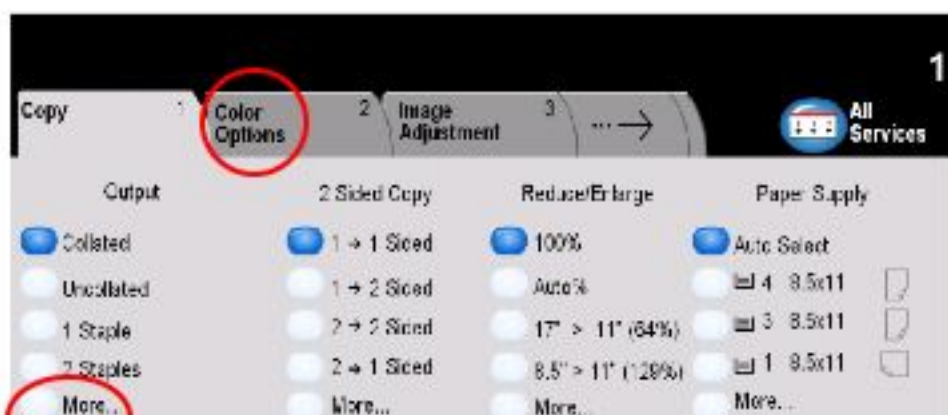
### 2 Load the Documents



- Place the documents in the Document Handler in order (1,2,3...) with page 1 **face up on top**.
- Slide the document guides against the edge of the paper
- **OR** place the document **face down** on the Document Glass and register it to the rear **LEFT** corner



### 3 Select Features and Number of Copies



- Touch the buttons on the screen for the required features.
- If a **[More]** button is selected, additional options for that feature become available.
- Color copy features are on the **[Color Options]** tab.

### 4 Press [Start]



- Use the numeric keypad to enter the quantity of copies to be made
- Press the **[Start]** button to start your job.



## How to Send a Fax

### 1 Preparation



- Cancel any selections made by a previous user by pressing the **[Clear All]** button.
- Remove any staples and paper clips from your document and ensure that the documents are in good condition.



### 2 Load the Documents



- Place the documents in the Document Handler in order (1,2,3...) with page 1 **face up on top**.
- Slide the document guides against the edge of the paper
- OR** place the document **face down** on the Document Glass and register it to the rear **LEFT** corner



### 3 Select Fax



Select the **[Features]** button

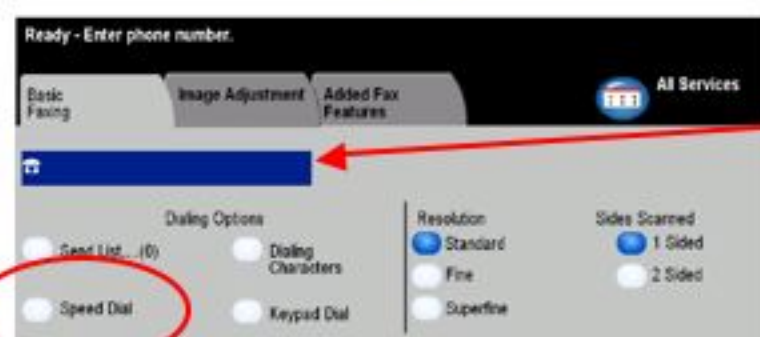


Select the **[All Services]** button



Select the **[Fax]** button

### 4 Select Fax Options



Dial Pause [C] Clear

- Use the numeric keypad to enter the recipient's fax number **OR** use the **[Speed Dial]** to select a previously stored number.
- Use the **[Dial Pause]** button between the fax number and a charge code.
- [C]** Clear button erases entries

### 5 Transmit the Fax



- Press the **[Start]** button to transmit the fax.
- Press the **[Job Status]** button view the progress of your job

**Job Status**





## How to Scan to Your Network

### 1 Preparation



- Cancel any selections made by a previous user by pressing the **[Clear All]** button.
- Remove any staples and paper clips from your document and ensure that the documents are in good condition.



### 2 Load the Documents



- Place the documents in the Document Handler in order (1,2,3...) with page 1 **face up** on top.
- Slide the document guides against the edge of the paper
- OR** place the document **face down** on the Document Glass and register it to the rear **LEFT** corner



### 3 Select Network Scanning



Select the **[Features]** button



Select the **[All Services]** button



Select the **[Network Scanning]** button

### 4 Select the Scanning Template



- Select the Template that contains the destination and other settings required for your scan job from the **[Template Destination]** list.
- Color scan features are on the **[Color Options]** tab

### 5 Start the Job



- Press the **[Start]** button to send the scanned files.
- Press the **[Job Status]** button view the progress of your job

Job Status





## How to Scan to E-mail

### 1 Preparation



- Cancel any selections made by a previous user by pressing the **[Clear All]** button.
- Remove any staples and paper clips from your document and ensure that the documents are in good condition.



### 2 Load the Documents



- Place the documents in the Document Handler in order (1,2,3...) with page 1 **face up** on top.
- Slide the document guides against the edge of the paper
- OR place the document **face down** on the Document Glass and register it to the rear **LEFT** corner



### 3 Select E-Mail



Select the **[Features]** button

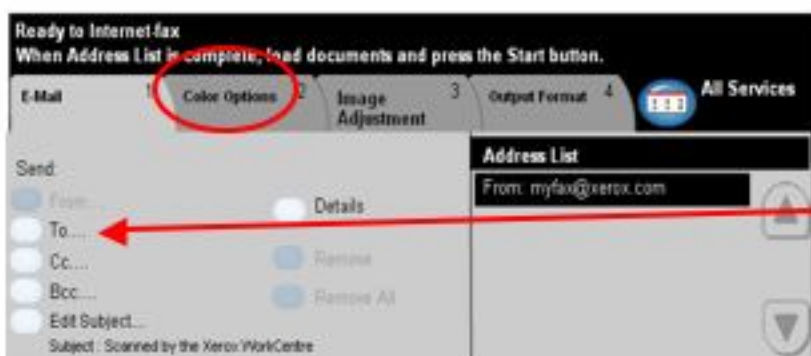


Select the **[All Services]** button



Select the **[E-Mail]** button

### 4 Select the E-Mail Recipients



- Select the **[TO]** in the send field and either input the full E-Mail address or use the Address Book to select a recipient.



- Color scan features are on the **[Color Options]** tab

### 5 Start the Job



- Press the **[Start]** button to E-Mail the scanned files as an attachment.
- Press the **[Job Status]** button view the progress of your job

Job Status





## How to Scan to Internet Fax

### 1 Preparation



- Cancel any selections made by a previous user by pressing the **[Clear All]** button.
- Remove any staples and paper clips from your document and ensure that the documents are in good condition.



### 2 Load the Documents



- Place the documents in the Document Handler in order (1,2,3...) with page 1 **face up** on top.
- Slide the document guides against the edge of the paper
- OR** place the document **face down** on the Document Glass and register it to the rear **LEFT** corner



### 3 Select E-Mail



Select the **[Features]** button

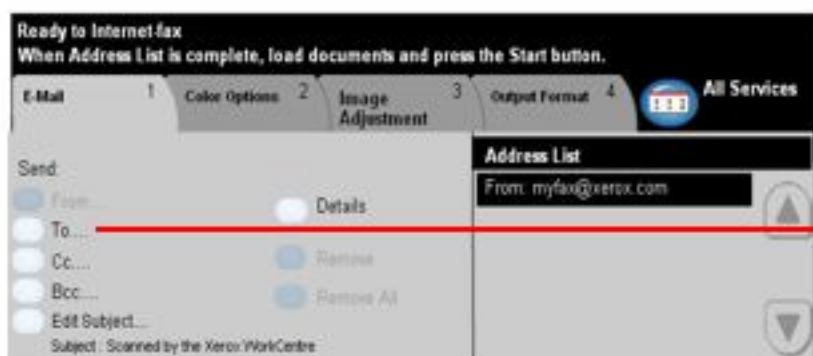


Select the **[All Services]** button



Select the **[Internet Fax]** button

### 4 Select the Fax E-Mail Address



Select the **[TO]** in the Send field and either input the full E-Mail address or use the Address Book to select a recipient.



### 5 Select Start to Transmit the Job



- Press the **[Start]** button to E-Mail the scanned files to the Internet Fax device.
- Press the **[Job Status]** button view the progress of your job

Job Status

